

Register now!

SCERT Breakfast Seminar

Sponsored by

L.A. Times & Amgen

Wednesday, May 11, 2005 - 7:30 a.m. to 11:30 a.m.

Seminar Site:

L.A. Times

202 West First Street (Check in at Lobby.)
Los Angeles, CA 90012-4105

Parking

at

L.A. Times lot at

213 South Spring Street

Los Angeles, CA 90012-3709

(between 2nd Street and 3rd Street)

**Effectively Responding to Complaints of
Discrimination/Harassment/Retaliation**

This seminar will provide insight on effectively documenting employer investigations of employee complaints (investigative reports) and preparing position papers to respond to complaints submitted to regulatory agencies—EEOC or DFEH.

Representatives of the EEOC and DFEH will discuss what they are looking for in position papers. Persons responsible for conducting internal complaint investigations and preparing reports on the investigations will share the approach they use.

Also, seminar participants will receive an update on the latest case and statutory law applicable to California.

As usual, there will be an opportunity to ask questions of the speakers.

7:30	Registration/Networking/Continental Breakfast
8:00	Opening Remarks - Marie Waller, Chair, SCERT
8:10	Legal Update - Lloyd Loomis, Esq., Sonnenschein, Nath & Rosenthal
8:45	Documenting Internal Investigations of Employee Complaints Jonathan Boxer, Sr. Counsel, Northrop Grumman Christopher Comma, Esq., Corporate Regional Sr. Human Resources Manager, American Medical Response Mary Ottman, Business Ethics Compliance Manager, Northrop Grumman
10:00	Break
10:15	Preparing Position Papers to Respond to Regulatory Agencies Olophius Perry, District Director, Los Angeles District Office, EEOC Jose Herrera, Southern Regional Administrator, DFEH Pamela Thomason, Esq., Sexual Harassment & Title IX Officer, UCLA
11:30	Adjournment

**Southern California Employment Round Table, Inc. (SCERT)
Department of Fair Employment and Housing
Post Office Box 71196
Los Angeles, CA 90071**

Want to remain on the SCERT mailing list?

We're converting to e-mail. Send your e-mail address to cbell@conet.ucla.edu.

**Effectively Responding to Complaints of
Discrimination/Harassment/Retaliation**

Seating is limited; register now!

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About SCERT: SCERT (Southern California Employment Round Table, Inc.), a non-profit corporation, is a partnership of the California Department of Fair Employment and Housing (DFEH) and volunteer representatives of employers. Its mission is to help employers understand issues related to employment discrimination and to promote the elimination of discrimination. It also seeks to facilitate constructive relationships between the Department and the employer community.

Register now!

Send your check, payable to SCERT, Inc. with this registration form, to Ms. Cathy Bell, 2241 Murphy Hall, UCLA, Box 951405, Los Angeles, CA 90095-1405 by May 6th. SCERT Corp. ID No. is 95-4464626.

Fees are \$40. Fees include continental breakfast and resource materials.

My check for \$ _____ is enclosed.

I will need this reasonable accommodation during the conference: _____

Name: _____ Title: _____

Company: _____ Bus. Phone: () _____

Address: _____

Type of Business: _____ E-mail Address: _____ No. of Employees: _____

**Seating is limited. Reservations will be accepted on a first-come, first-served basis. Reservation deadline is May 6th.
No refunds, but substitutions accepted. You will not receive a confirmation of your reservation.
Questions? Contact Cathy Bell: Phone (310) 206-3476; Fax (310) 206-3622.**